



Non-Merit Job Vacancy Advertising



While merit/classified job vacancies are posted through the Career Opportunities System (COS) and require that a COS account and application be created in order to apply, non-merit/unclassified job vacancies are handled differently. For starters, the method for application may vary based on the agency holding the vacancy. Some agencies will simply request a resume be sent to the agency's HR office while others may require that an application be submitted through the Governor's Non-Merit Candidate Portal. However the minimum standard for posting that job vacancy should remain the same. All non-merit/unclassified job vacancies should first be posted on the Personnel Cabinet's [Careers](#) site on the [Non-Merit Job Vacancy Announcement](#) page.

To post a job vacancy on this page, the agency should complete the [Non-Merit Job Vacancy Announcement](#) and submit it to the Division of Career Opportunities via email at COShelp@ky.gov.

Please provide full detail as necessary, to ensure that interested applicants are fully knowledgeable of the job's requirements. For the description of job duties, examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. They are not intended to be an exhaustive list.

Guidelines for Recruitment through Other Advertising

Agencies also seeking to advertise employment opportunities in newspapers, professional journals, etc. shall draft an ad copy assuring that the requirements on the "Advertising Guidelines" are included as follows:

- Ad copy shall be submitted by email to Rebekah.Singleton@ky.gov or faxed to Rebekah Singleton, Division of Career Opportunities at 502.564.0512.
- The ad copy will be reviewed and approved electronically by email or fax.
- Agencies are responsible for arranging ad placement and for the cost associated with the advertisement.
- It is also recommended that each advertisement be reviewed by agencies' general counsel to ensure compliance.
- Every advertisement **must** contain the "Additional Requirements" as indicated in the guidelines below regarding the Prison Rape Elimination Act (PREA) and Equal Employment Opportunity (EEO) statement.
- If an agency plans to post their advertisement on their website in addition to placing the ad it must include a link to the website advertisement and must meet all the requirements listed in the guidelines as indicated below.

JOB CLASSIFICATION TITLE:	Use the Job classification in the ad's heading
DATE POSTED:	
WORK LOCATION:	City and County
AGENCY:	
GENERAL JOB DUTIES:	Narrative
MINIMUM REQUIREMENTS:	Quote the Job Class Specification
SPECIAL REQUIREMENTS:	List those on the Job Class Specification
SALARY RANGE:	May quote minimum to midpoint
GENERAL DESCRIPTION OF BENEFITS:	Narrative

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the

specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.